

CHAPTER IV

CONCLUSION

International Office is an office which was established by Institut Teknologi Sepuluh November (ITS) in 2004. It manages all the things related with the international matters. International Office is a bridge for both international and domestic institutions to establish a partnership with ITS. It also organizes and makes some international events for students. It does not only manage about international academic matters but also the domestic one.

After doing an internship at International Office of ITS, the writer finally understands how to be a good employee, how to understand the problems in the working environment, how to communicate with other people, and how to organize things. Furthermore, the writer also got many experiences about how staffs work in the office.

In the International Office of ITS, the writer did some tasks such as making guidance book, attending meetings, organizing events, making formal and invitation letters, sending facsimile, replying emails, and also scanning some documents. She thought that the subjects she has learned were very useful for her internship.

During her internship at International office, the writer could feel the sense of family between staffs, part timers, and volunteers. The writer was also able to befriend many domestic and international students from this internship. The writer hopes that all the things she has learned in her study will help her career in the

future. She also hopes that she can continue to bachelor degree abroad with a scholarship as the advantage of doing an internship in International Office.

In conclusion, doing an internship at International Office gave the writer unforgettable experience. She was part of the staffs in International Office during the internship and she enjoyed it very much. In addition, the writer now knows about how to face the real world of work.